
ADDRESS/SUITE ASSIGNMENT GUIDELINES

It is the City of Tempe's goal to maintain consistency when assigning addresses and suite numbers. The City's address/suite number standards have been developed to provide reliable access to property locations, to provide timely response by emergency services, such as medical, police and fire, and to provide for efficient access to property records and information. All addresses and suite numbers assigned by the City of Tempe are forwarded to the U.S. Postal Service, Tempe Police and Fire Departments and all utility companies. Please refer all questions concerning addressing and suite assignment to Development Services at 480-350-8341.

ADDRESS ASSIGNMENTS

The Engineering Division of Public Works is responsible for the assignment of new street names, addresses, and building letters. In order to facilitate processing for new developments, each undeveloped parcel has been assigned a specific address. As new development or redevelopment projects occur, two (2) copies of the properly scaled 24" x 36" site plan, showing the site, development layout, building orientations, and driveway locations shall be submitted to the Development Services Center. *(It should be submitted separately from any other submittals.)* The Specialist at the Development Services Counter will verify the site address from the City's GIS system. If necessary, the site plan will be forwarded to the Engineering Division for assignment of a different site address (or addresses) while the plan is accepted for review under a "processing address."

A "processing address" will be used when the orientation of the building or location of the property access does not fit with the address already assigned to the undeveloped parcel. For example, if a development is proposed on the corner of Mill Avenue and Southern Avenue facing Southern Avenue and the property has an address assigned on Mill Avenue, the Mill Avenue address would be used for processing until a new address is assigned by Engineering. If a development proposes multiple buildings on a parcel, the development will be submitted using the processing address while Engineering assigns the additional addresses required.

Development Services will forward the properly scaled site plan to Engineering when new or additional addresses are required. Upon assignment of required addresses, Engineering will notify Development Services of the new addresses for notification to the developer.

SUITE NUMBER ASSIGNMENTS

The Development Services Department is responsible for the assignment of individual suite numbers. All buildings that have or will have multiple tenants, i.e., offices, commercial businesses, hotel or apartment complexes, will be assigned individual suite numbers. **The City of Tempe does not assign separate addresses for multiple tenants in a single building.**

The developer is required to provide two (2) copies of a 24" x 36" site/building layout plan to the Development Services Center. *(It should be submitted separately from any other submittals.)* The plan must be drawn to scale and show parking lots, driveways, all exits, stairways, elevators, and any corridors. If tenant layout plans are available, they should be submitted with the required site plan to assist in the proper layout of the proposed suites. **All suite numbers will be assigned prior to submittal of a permit application for any tenant improvements.** Assignment of suite numbers requires approximately 2-5 days to complete.

PROCEDURE FOR SUITE NUMBERING

- When a plan is submitted, reference lines will be drawn through the width of the building every 20 to 30 feet. Wider buildings may have lengthwise reference lines drawn to allow for maximum leasing space. These lines are for reference only and do not represent actual tenant spaces.
- Three (3) digit suite numbers, i.e., 101, 102 are assigned to the spaces. The first digit in the suite number represents the floor (second floor suites begin with 201, third floor suites, 301, etc.) The reference lines will determine the suite number a tenant improvements may use based on the proposed location within the building. If a proposed tenant improvement encompasses multiple spaces, the tenant may choose any suite number within the range of suite numbers that the space will occupy.
- For buildings with exterior tenant entrances only, the suite numbering starts on the left front of the building, from the street used in the building address, beginning with 101 and continuing sequentially to the right. Building orientation on the lot may necessitate a front to back suite numbering. **SEE EXAMPLES #1, #2, & #3.**
- For buildings with interior entrances only, from the street used in the building address, the suite numbering starts with 101 after going through the main entrance for the first suite space on the left and continuing clockwise around the corridor. **SEE EXAMPLE #4.**
- When buildings with interior entrances only have additional floors, the first suite (201, 301, etc.) on that floor should start in the same general location as required for the first suite (101) on the ground floor then continue clockwise around the corridor.
- For multiple floors, the suite numbering begins with the first suite on the left after exiting the elevator or main entry stairway for buildings with no elevator, and continuing clockwise around the corridor.
- Existing buildings not in conformance with the current suiting policy may continue to use present suite numbering until such time that the building is at a 50% vacancy rate. When a tenant improvement is proposed, the building will be required to be re-suited to the current policy. All new tenant improvements will use the new suite numbers. The existing occupied suites will have 12 months to conform to the newly assigned suite numbers unless a conflict in suite numbering exists.



SITE PLAN

780 W. Elliot Rd.

CITY OF TEMPE
SUITE ASSIGNMENTS

NAME OF DEVELOPMENT: El Dorado Crossing

NEW ASSIGNMENTS: ADDRESS/SUITE #S

REASSIGNMENTS: ADDRESS/SUITE #S

780 W. Elliot Rd

Sta 101

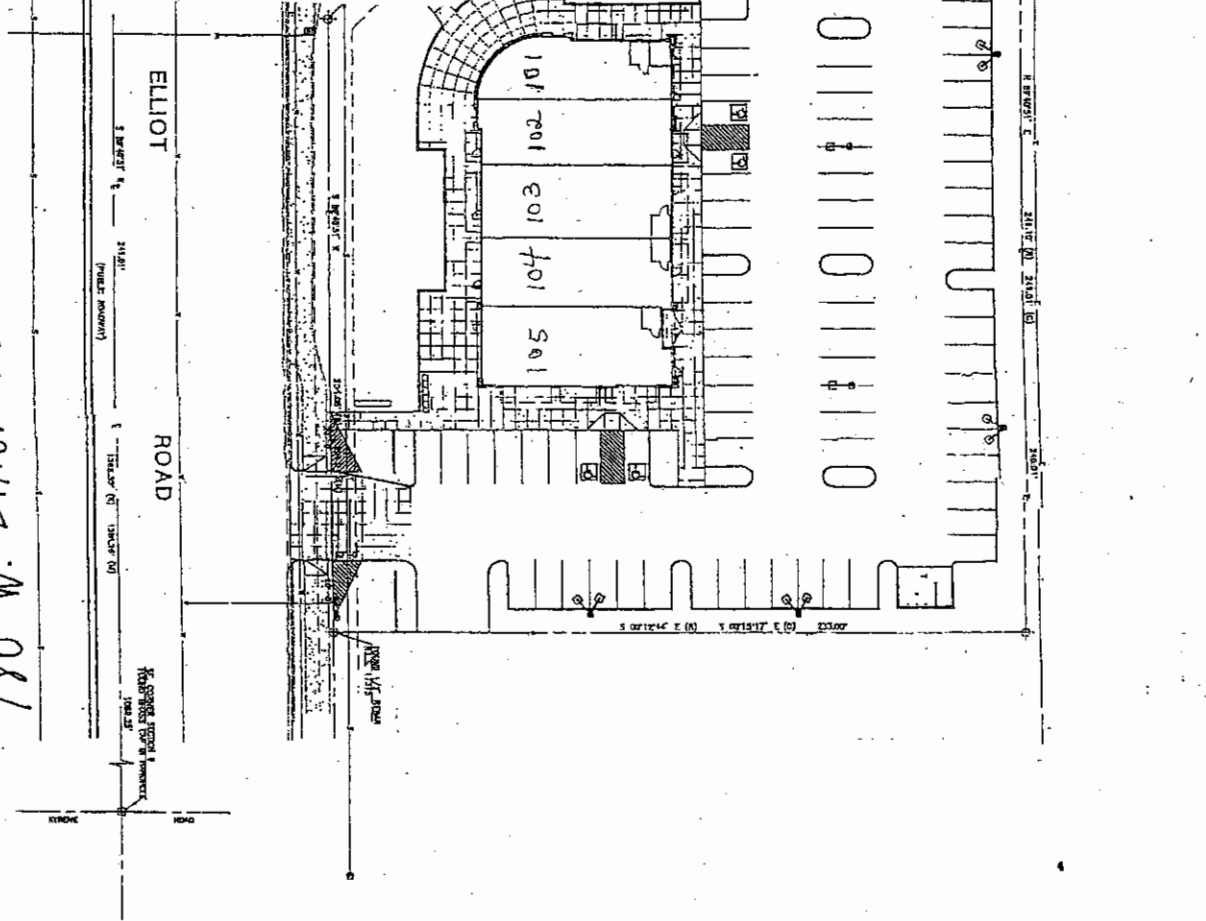
102

103

104

105

DBS APPROVAL: J. Clark DATE: 7/22/02



EXAMPLE #2.

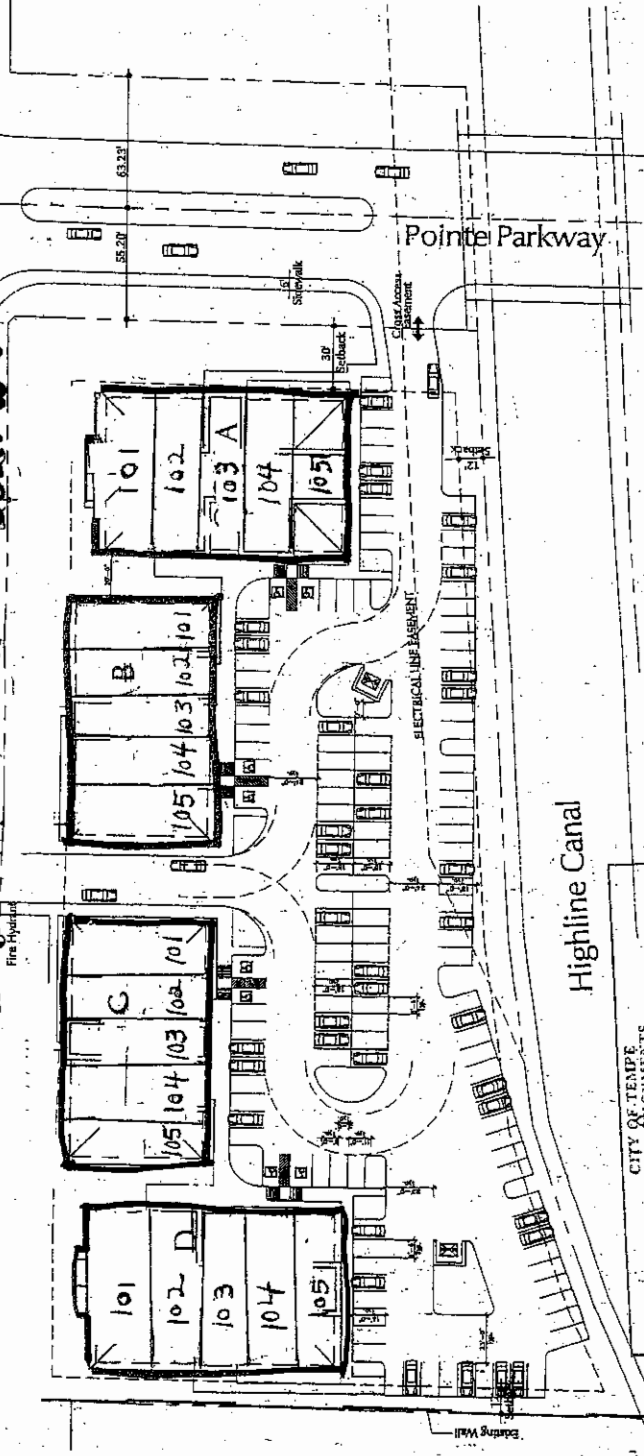
(FROM ELLIOT RD. ADDRESS - NUMBERING STARTS FROM LEFT FRONT
OF BLDG. TO RIGHT.)

Calle Los Cer

W. Baseline Road

2339 W. 2331 W.

2339 W. 2333 W.



Highline Canal

Pointe Parkway

Site Plan



0 30' 60' 90' 120'

Pointe Office Suites

Tempe, Arizona

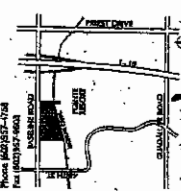
CITY OF TEMPE	STATE OF ARIZONA
SUBJECT: <u>Pointe Office Suites</u>	
NAME OF DEVELOPER: <u>Pointe Office Suites</u>	
NEW SUBDIVISION: <u>2339 W. Baseline Rd. Ste. 101-105</u>	
<u>2339 W. Baseline Rd. Ste. 106-108</u>	
<u>2339 W. Baseline Rd. Ste. 109-111</u>	
<u>2339 W. Baseline Rd. Ste. 112-114</u>	
<u>2339 W. Baseline Rd. Ste. 115-117</u>	
<u>2339 W. Baseline Rd. Ste. 118-120</u>	
SUBDIVISION #5	
DATE: <u>5/1/02</u>	
APPROVAL: <u>J. P. [Signature]</u>	

EXAMPLE #3.

(FROM BASELINE ROAD ADDRESS - NUMBERING STARTS FROM FRONT TO BACK SUITE AND FROM LEFT FRONT OF BLDG. TO RIGHT OF BLDG.)

Project Data
Site Address: 2339 W. Baseline Road and Pointe Parkway
2339 W. Baseline Rd.
Building: 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200
Site Area: 4.88 acres gross (174,064 sq ft)
Lot Area: 101 (101/25 sq ft), 102 (102/25 sq ft), 103 (103/25 sq ft), 104 (104/25 sq ft), 105 (105/25 sq ft), 106 (106/25 sq ft), 107 (107/25 sq ft), 108 (108/25 sq ft), 109 (109/25 sq ft), 110 (110/25 sq ft), 111 (111/25 sq ft), 112 (112/25 sq ft), 113 (113/25 sq ft), 114 (114/25 sq ft), 115 (115/25 sq ft), 116 (116/25 sq ft), 117 (117/25 sq ft), 118 (118/25 sq ft), 119 (119/25 sq ft), 120 (120/25 sq ft), 121 (121/25 sq ft), 122 (122/25 sq ft), 123 (123/25 sq ft), 124 (124/25 sq ft), 125 (125/25 sq ft), 126 (126/25 sq ft), 127 (127/25 sq ft), 128 (128/25 sq ft), 129 (129/25 sq ft), 130 (130/25 sq ft), 131 (131/25 sq ft), 132 (132/25 sq ft), 133 (133/25 sq ft), 134 (134/25 sq ft), 135 (135/25 sq ft), 136 (136/25 sq ft), 137 (137/25 sq ft), 138 (138/25 sq ft), 139 (139/25 sq ft), 140 (140/25 sq ft), 141 (141/25 sq ft), 142 (142/25 sq ft), 143 (143/25 sq ft), 144 (144/25 sq ft), 145 (145/25 sq ft), 146 (146/25 sq ft), 147 (147/25 sq ft), 148 (148/25 sq ft), 149 (149/25 sq ft), 150 (150/25 sq ft), 151 (151/25 sq ft), 152 (152/25 sq ft), 153 (153/25 sq ft), 154 (154/25 sq ft), 155 (155/25 sq ft), 156 (156/25 sq ft), 157 (157/25 sq ft), 158 (158/25 sq ft), 159 (159/25 sq ft), 160 (160/25 sq ft), 161 (161/25 sq ft), 162 (162/25 sq ft), 163 (163/25 sq ft), 164 (164/25 sq ft), 165 (165/25 sq ft), 166 (166/25 sq ft), 167 (167/25 sq ft), 168 (168/25 sq ft), 169 (169/25 sq ft), 170 (170/25 sq ft), 171 (171/25 sq ft), 172 (172/25 sq ft), 173 (173/25 sq ft), 174 (174/25 sq ft), 175 (175/25 sq ft), 176 (176/25 sq ft), 177 (177/25 sq ft), 178 (178/25 sq ft), 179 (179/25 sq ft), 180 (180/25 sq ft), 181 (181/25 sq ft), 182 (182/25 sq ft), 183 (183/25 sq ft), 184 (184/25 sq ft), 185 (185/25 sq ft), 186 (186/25 sq ft), 187 (187/25 sq ft), 188 (188/25 sq ft), 189 (189/25 sq ft), 190 (190/25 sq ft), 191 (191/25 sq ft), 192 (192/25 sq ft), 193 (193/25 sq ft), 194 (194/25 sq ft), 195 (195/25 sq ft), 196 (196/25 sq ft), 197 (197/25 sq ft), 198 (198/25 sq ft), 199 (199/25 sq ft), 200 (200/25 sq ft)
Lot Coverage: 25%
Building Height: 35' (3rd floor, 3rd story)
Type of Construction: V-1 (per UBC Table 1704)
Building subject to Automatic Compulsory System
Parking: 101 (101/25 sq ft), 102 (102/25 sq ft), 103 (103/25 sq ft), 104 (104/25 sq ft), 105 (105/25 sq ft), 106 (106/25 sq ft), 107 (107/25 sq ft), 108 (108/25 sq ft), 109 (109/25 sq ft), 110 (110/25 sq ft), 111 (111/25 sq ft), 112 (112/25 sq ft), 113 (113/25 sq ft), 114 (114/25 sq ft), 115 (115/25 sq ft), 116 (116/25 sq ft), 117 (117/25 sq ft), 118 (118/25 sq ft), 119 (119/25 sq ft), 120 (120/25 sq ft), 121 (121/25 sq ft), 122 (122/25 sq ft), 123 (123/25 sq ft), 124 (124/25 sq ft), 125 (125/25 sq ft), 126 (126/25 sq ft), 127 (127/25 sq ft), 128 (128/25 sq ft), 129 (129/25 sq ft), 130 (130/25 sq ft), 131 (131/25 sq ft), 132 (132/25 sq ft), 133 (133/25 sq ft), 134 (134/25 sq ft), 135 (135/25 sq ft), 136 (136/25 sq ft), 137 (137/25 sq ft), 138 (138/25 sq ft), 139 (139/25 sq ft), 140 (140/25 sq ft), 141 (141/25 sq ft), 142 (142/25 sq ft), 143 (143/25 sq ft), 144 (144/25 sq ft), 145 (145/25 sq ft), 146 (146/25 sq ft), 147 (147/25 sq ft), 148 (148/25 sq ft), 149 (149/25 sq ft), 150 (150/25 sq ft), 151 (151/25 sq ft), 152 (152/25 sq ft), 153 (153/25 sq ft), 154 (154/25 sq ft), 155 (155/25 sq ft), 156 (156/25 sq ft), 157 (157/25 sq ft), 158 (158/25 sq ft), 159 (159/25 sq ft), 160 (160/25 sq ft), 161 (161/25 sq ft), 162 (162/25 sq ft), 163 (163/25 sq ft), 164 (164/25 sq ft), 165 (165/25 sq ft), 166 (166/25 sq ft), 167 (167/25 sq ft), 168 (168/25 sq ft), 169 (169/25 sq ft), 170 (170/25 sq ft), 171 (171/25 sq ft), 172 (172/25 sq ft), 173 (173/25 sq ft), 174 (174/25 sq ft), 175 (175/25 sq ft), 176 (176/25 sq ft), 177 (177/25 sq ft), 178 (178/25 sq ft), 179 (179/25 sq ft), 180 (180/25 sq ft), 181 (181/25 sq ft), 182 (182/25 sq ft), 183 (183/25 sq ft), 184 (184/25 sq ft), 185 (185/25 sq ft), 186 (186/25 sq ft), 187 (187/25 sq ft), 188 (188/25 sq ft), 189 (189/25 sq ft), 190 (190/25 sq ft), 191 (191/25 sq ft), 192 (192/25 sq ft), 193 (193/25 sq ft), 194 (194/25 sq ft), 195 (195/25 sq ft), 196 (196/25 sq ft), 197 (197/25 sq ft), 198 (198/25 sq ft), 199 (199/25 sq ft), 200 (200/25 sq ft)
Landscape Area Required: 10% of net site area (13,374 sq ft)
Landscape Area Provided: 17% of net site area (23,222 sq ft)

Project Directory
Agency: SHEA COMMERCIAL PROPERTIES, L.P.
(505) 100-1000, Suite #211
Austin, TX 78701
Phone: (512) 451-9077
Fax: (512) 451-9078
Architect: DFD Architecture
1001 E. 10th Street, Suite 100
Austin, TX 78701
Phone: (512) 451-9077
Fax: (512) 451-9078

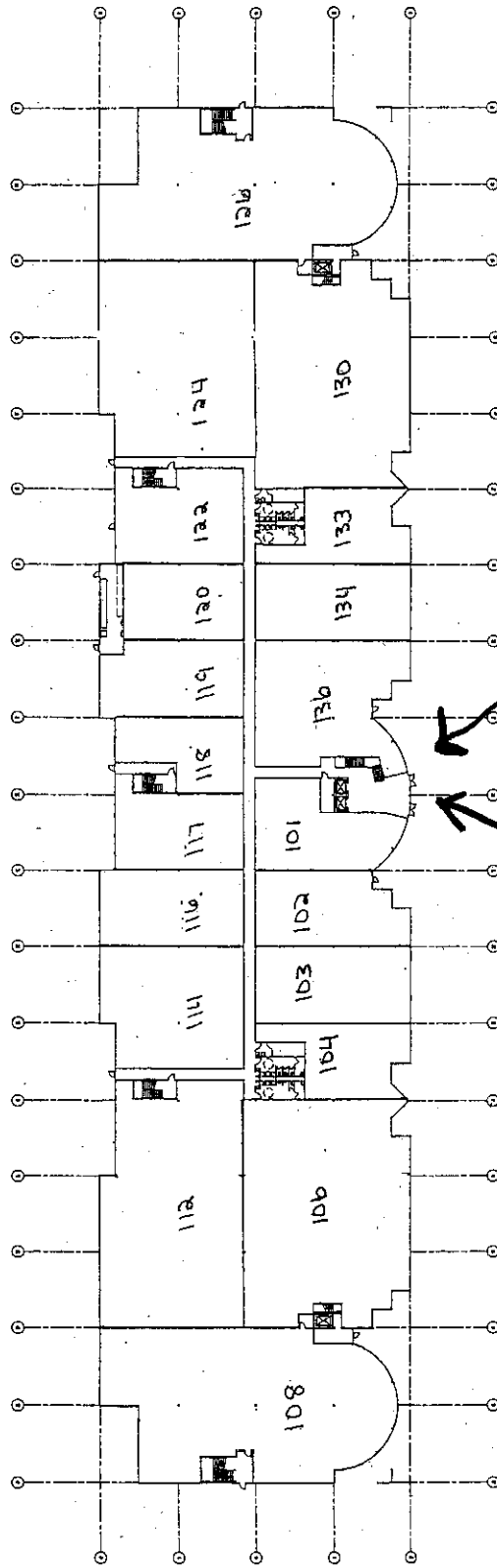


Prepared by
SHEA COMMERCIAL PROPERTIES, L.P.

NIM/NECA



FIRST FLOOR PLAN



main entrance

875 W. Elliot

EXAMPLE # 4.

(FROM ELLIOT RD ADDRESS - NUMBERING STARTS WITH 101 AFTER GOING THROUGH THE MAIN ENTRANCE FOR THE FIRST SUITE SPACE ON THE LEFT AND CONTINUING CLOCKWISE.)

CITY OF TEMPE SUITES ASSIGNMENTS	
NAME OF DEVELOPMENT	Elliot Corporate Center
NEW ASSIGNMENTS ADDRESS	875 W. Elliot Rd
SITE	101-136
DESIGN APPROVAL: <i>[Signature]</i> DATE: 4-10-00	

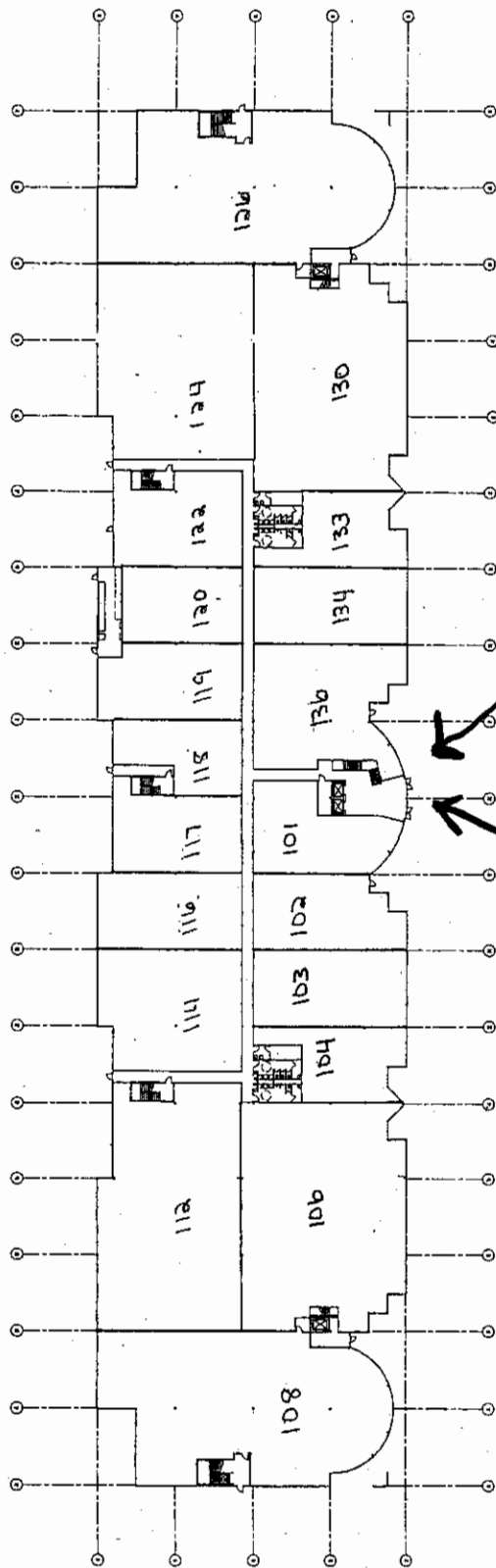
Project Number: 89089
 Drawn by: VS
 Checked by: VS
 Issued for:

Project: ELLIOT CORPORATE CENTER
 875 West Elliot Road
 Tempe, AZ

Title: FIRST FLOOR PLAN

vjs aia
 VICTOR JOHN SPURLOCK AIA
 2522 East Acoma Drive • Phoenix AZ • 85032-4831
 602.462.3737 (voice) • 602.462.3797 (fax)
 e-mail: vjsaia@uswest.net

FIRST FLOOR PLAN



main entrance

875 W. Elliot

EXAMPLE # 4.
(FROM ELLIOT RD ADDRESS - NUMBERING STARTS WITH 101 AFTER GOING THROUGH THE MAIN ENTRANCE FOR THE FIRST SUITE SPACE ON THE LEFT AND CONTINUING CLOCKWISE.)

CITY OF TEMPE SUITE ASSIGNMENTS	
NAME OF DEVELOPER: <u>Elliot Corporate Center</u>	DATE: <u>4-10-00</u>
NEW ASSIGNMENTS: <u>875 W. Elliot Rd</u>	
SHE: <u>10-136</u>	
BSS APPROVAL: <u>USA Long</u>	

Project Number:	89068
Drawn by:	VS
Reviewed by:	
Approved for:	

Project:	ELLIOT CORPORATE CENTER
Address:	875 West Elliot Road Tempe, AZ
Title:	FIRST FLOOR PLAN

Project:	ELLIOT CORPORATE CENTER
Address:	875 West Elliot Road Tempe, AZ
Title:	FIRST FLOOR PLAN

vjs aia	
VICTOR JOHN SPURLOCK AIA	
2622 East Acoma Drive • Phoenix AZ • 85032-4931	
802.482.3737 (voice) • 802.482.3797 (fax)	
e-mail: vjsale@uswest.net	

Project:	ELLIOT CORPORATE CENTER
Address:	875 West Elliot Road Tempe, AZ
Title:	FIRST FLOOR PLAN